

CODIB-EP-A-1  
30 July 1959

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

WORKING GROUP ON EMERGENCY PLANNING

AGENDA

Meeting, Monday, 3 August 1959, 1400 hours

Room 1121, Temporary M Building

OBJECTIVE:

To draft plans for the operation of CODIB and for intelligence community functioning in CODIB's assigned field of responsibility in time of emergency. (USIB-D-7.1/2, 5 June 1959). Plan to be submitted by CODIB to the USIB by 1 October 1959.

PROPOSED ACTION:

1. To select the "spectrum of assumptions" for the CODIB plan:
  - a. Operations of CODIB, assuming:
    - partial relocation
    - relocation
  - b. Operation of the emergency information storage and retrieval facilities of the CODIB member agencies, assuming:
    - partial relocation
    - relocation
  - c. Designation of emergency alternate representatives in the event of relocation; selection of a place of meeting.
2. To draft plans to facilitate continuing interchange and maximum community utilization during an emergency of intelligence, intelligence information and other information which has utility for intelligence purposes (adapted from DCID 1/4, New Series).

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- a. Inventory of emergency plans to be exchanged and filed at each emergency facility:
  1. location of the facility.
  2. communication between facilities:
    - availability of electrical facilities
    - courier
    - liaison
    - control of load and priorities
  3. description of equipment for information handling:
    - copying devices
    - printing devices
    - microfilm, actifilm - cameras, processors, viewers
    - FAH
    - EFEM
  4. information staff: proposed T/O for the emergency facility with indication of information skills:
    - language
    - indexing (subject fields)
    - reference (subject fields)
    - operation of equipment
  5. information resources: list of principal categories of information maintained at the emergency facility.
    - e.g. classified document series (date, coverage, etc.)
    - reference aids
    - open literature
  6. provisions for dissemination of incoming information:
    - statements of requirements, use of reading panels, control of enclosures
- b. Review of policy directives which may require modification in an emergency situation:
  - control and use of another agency's information in the event of breakdown in communications:
    - 1) authority to release, reclassify, copy; 2) requisition and sharing of locally available information resources; 3) relocation and reallocation of information resources, information handling staff and equipment

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Chairman